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F I L E

16 OCT 1968

*Meetings  
Minutes*

MINUTES

DD/S STAFF MEETING

15 October 1968 - 1030 Hours

25X1

[Redacted]

2. Material for the LBJ Library

25X1 [Redacted] discussed the types of materials being sought for inclusion in the LBJ Library at Austin or to be retained in the Library Annex within CIA. Memoranda setting forth available information will be sent to Office Heads.

3. Fund Drive

25X1 [Redacted] reported on results of the Fund Drive as of 14 October 1968. The Support Services Staff and Offices of Training and Finance have already exceeded their quota. The Support Directorate has made 70.9% of its quota, while the Agency has made 51.5% of the Agency quota. Mr. Wattles said that one-half of the funds so far subscribed to EAF and PSAS originated in the Support Directorate.

4. Security Violations

The Support Directorate noted that there were six violations during the month of September-four in the Office of Communications and one each in the Offices of Logistics and Personnel. September 1967 there were eight violations.

5. Support Awards Ceremony

Mr. Bannerman said that he thought that the Awards Ceremony went off well; he thanked all those involved for their efforts. Comments made by the Office Heads indicated that the ceremony was very well received by their employees.

6. Cafeteria

Mr. Bannerman will appoint an employee committee. He has sent memoranda to each Directorate requesting nominees for the committee and will publish an Agency Notice when the committee is established.

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EXCLUDED FROM AUTOMATIC  
downgrading and  
declassification

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#### 7. Records Management Board

25X1 Mr. Bannerman commented on a recent meeting with Messrs. [redacted] and Stewart at which the purging of records was considered. It was noted that some historical records are being destroyed along with records that cannot be destroyed under statutory retention requirements. The Records Management Board has been instructed to come up with clarifying guidance for personnel engaged in purging the records.

#### 8. Congressional Committee

The DD/S said that Senator Stennis is in line to succeed Senator Russell as Chairman of the Senate Armed Services Committee.

#### 9. Around the Table:

25X1 a. [redacted]  
[redacted] is improving and is at home.

b. Mr. Wattles:

25X1 One of our Personnel Officers, [redacted] has been notified that he is the winner of the \$5,000 First Prize in the national black and white photograph competition. Mr. Bannerman suggested that we have a "[redacted] Display" of his photography in first floor corridor D.

c. Mr. Osborn:

A station wagon load of hippies showed up at our main entrance yesterday, ostensibly looking for the Hilton Hotel.

d. [redacted]

25X9 [redacted] employees have now received flu shots. The next series will be administered during the first week in December.

Death case statistics for staff employees have been reviewed and found to be accurate. It was suggested that there may be additional death cases among nonstaff personnel and Mr. Wattles said that the Office of Personnel is reinstating a system to keep track of nonstaff death cases.

Dr. Tietjen will leave on an around-the-world trip about 29 October and solicits any business that he may look after for other offices. Mr. Bannerman commented that Mr. Coffey will also be taking a trip to the Far East on 17 October.

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e. [redacted]

The DCI speaks at the National War College tomorrow.

The Agency is sponsoring 266 students at 19 area colleges to the tune of \$48,000. It was also noted that in our own off-campus program we have an additional 101 sponsored students.

The NIS is studying the curriculum for the course and it will be reviewed by the Training Committee this week. Mr. Richardson sits on this Committee. The Committee has been querying graduates of NIS in the field as to the value of the training. It was noted that Mr. Karamessines would like to see a shorter course than the present four-week seminar and that some reduction is a possibility.

25X1

[redacted]

f. Mr. Meloon:

The contractor is on site to build the West Parking road.

As a result of the Space Survey conducted by the Office of Logistics, Messrs. [redacted] have been detailed to LSD to take a hard look at assigned space.

GSI will put in "convenience food service" in the Ames Building. This is hot food prepared elsewhere and brought in. GSI wanted to pass out a survey for answering by employees but Mr. Meloon discouraged the survey at this time in view of the negative reaction of employees to recent price increases.

A copy of the comparative price survey has been passed to GSI, but Mr. Meloon is not too hopeful of securing any price reductions. Tom [redacted] has been assigned as liaison officer with GSI and it was suggested that he might give a briefing at a future DD/S staff meeting.

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Has been interviewing candidates for early retirement, but only one of 23 has shown any interest.

g. Mr. Coffey:

Is leaving for about three weeks of travel and is concentrating on the Southeast Asia area.

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h. [redacted]

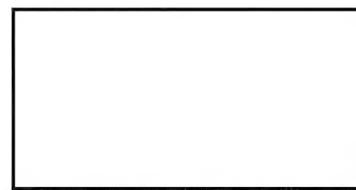
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Directorate presentations made last week.

10. Supergrade Study

Mr. Bannerman noted that the Office of Personnel has sent forward the Supergrade Study which will go to Colonel White. It is proposed to try and negotiate once with BOB to cover a four-year period.

11. The meeting adjourned at 1115 hours.



Special Assistant to the  
Deputy Director for Support

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